

# Livingston County Workforce Development Weekly Jobs Newsletter January 15, 2026

A proud partner of the **American Job Center** network

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Previous Newsletters available online at: <https://www.livingstoncounty.us/285/Workforce-Development>

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- > Job Search Workshops
- > **35+** Livingston County Civil Service (Job Titles / Exams) **12 new**
- > **22** State Jobs in Livingston / Wyoming County **14 new**

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## Our Office is Closed 1/19/25

**Our office will be closed Monday 1/19 in observance of Martin Luther King Day**

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## Spotlighted Job

**Program Site Coordinator - Literacy West**  
**Pay:** \$38,000.00 - \$42,000.00 per year

The Program Site Coordinator will be responsible for meeting the needs of the client, helping the client achieve their goals and fulfill their needs, and ensuring successful program and office operations at the program site. Duties include guiding, assisting, and motivating the client, recruiting clients, and scheduling meetings and activities. Site duties include: coordinating services and supervising all on-site staff and volunteers. The Program Site Coordinator will serve as the liaison between the student entering employment and the employer to promote job retention and student skills development. The Program Site Coordinator will have the ability to make decisions, strong communication skills, work well with adults, manage multiple tasks and priorities, be aware of resources, make referrals and follow up, and maintain confidentiality.

### **Job Qualifications**

The successful Program Site Coordinator will have a Bachelor's Degree or higher in Human Resources, Social Work, or related field; or Associate's Degree in Human Resources, Social Work, or related field. Two years of experience working in a position involving knowledge of human services and community agencies. Candidate must have excellent communication skills (verbal and written), strong interpersonal skills, and the ability to successfully manage multiple priorities effectively. Knowledge of local resources and organizations is a plus. Experience with all Microsoft programs required. Willingness to work some weekends. A valid, clean driver's license with reliable transportation is required. LWNY is an EO/AA employer.

**Benefits:** Dental insurance, Health insurance, Paid time off, Retirement plan, Vision insurance

Full description and application available at: <https://core2learn.org/about/join-our-team/>

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## Genesee County Job Fair

**Tuesday, Jan. 20th, 2026**  
**10:00 a.m. – 12:00 p.m.**

**Genesee County Career Center, Batavia**

### ATTENDING BUSINESSES

- ARC GLOW
- Big Ash Fireplace & Stove
- Brunner
- Bryant & Stratton College
- CCOR: Companion Care of Rochester

Coast Professional  
Genesee Community College  
Genesee County Human Resources  
Home Care & Hospice  
Lifespan of Greater Rochester  
Lifetime Assistance  
New York State Park Police  
New York State Police  
NYS Department of Civil Service  
NYS Department of Corrections & Community Supervision  
Premier Genesee  
Sabin Metal  
Superior Walls of Upstate NY  
United Healthcare  
Upstate Niagara Cooperative  
Western Regional OTB / Batavia Gaming  
Wyoming County Human Resources/ Wyoming County Community Hospital

**Please bring several copies of your resume. Professional attire, please.**

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## **107 Local Jobs Posted with Dept. of Labor in Past 7 Days**

### **AVON -**

[Assistant Store Manager - Quicklee's](#)  
[Building Maintenance - Quicklee's](#)  
[Cashier - Quicklee's](#)  
[Driver - CDL \(Class A\) Required - Rain for Rent](#)  
[Forklift Operator - Aerotek](#)  
[Inside Sales Representative - LandPro Equipment LLC](#)  
[Laboratory Equipment Designer \(Electronics\) - New York State Civil Service](#)  
[Landscape Maintenance - Quicklee's](#)  
[Maintenance Foreman - Quicklee's](#)  
[Snow Removal Driver - Quicklee's](#)

### **CALEDONIA -**

[Anticipated Long Term Subs. Elementary Library Media Specialist - Caledonia-Mumford Central School District](#)  
[Team Leader - Tractor Supply Company](#)

### **CASTILE -**

[Store Manager - Crosby's](#)

### **CONESUS -**

[Administrative Specialist - Carolina Eastern](#)

### **DANSVILLE -**

[AUTOMOTIVE TIRE TECHNICIANS \(\\$800 New Hire Bonus\) - Mavis Tires & Brakes at Discount Prices](#)  
[Boys Soccer Program Assistant - Dansville Central School District](#)  
[Pharmacy Intern - Walgreens](#)  
[Shift Lead - Walgreens](#)  
[Truck Driver - Roehl Transport](#)

### **GENESEEO -**

[Administrative Assistant 1, SG11 \(Traineeship Eligible\) - SUNY Geneseo](#)  
[Assistant Store Manager - Quicklee's](#)  
[Auditor - Coast Professional, Inc.](#)  
[Auditor I - Coast Professional, Inc.](#)  
[Cashier - Quicklee's](#)  
[Chemical Engineer Salary Grade \(72,500 127,900\) Job - Arkema Inc](#)  
[Clinical Aide \(County Residents Only\) - Livingston County Personnel](#)  
[Commercial Driver – Full Time - AutoZone, Inc.](#)  
[Customer Service Representative - Adecco US, Inc.](#)  
[Director of Communication - Genesee Valley Conservancy, Inc.](#)  
[Director of Human Resources - Livingston County Personnel](#)

[Highway Maintenance Worker 1, Trainee 1/ 2 \(Permanent\) - New York State Civil Service](#)  
[Highway Maintenance Worker 1, Trainee 1/ 2 \(Temporary\) - New York State Civil Service](#)  
[Part Sales Manager – Full Time - AutoZone, Inc.](#)  
[Part Sales Manager – Part Time - AutoZone, Inc.](#)  
[Plant Manager \(\\$141,300 - 190,700\) - Arkema](#)  
[Production Associate - Kelly Services](#)  
[Retail Sales Associate – Full Time - AutoZone, Inc.](#)  
[Service and Repair Mechanic \(Motor Equipment\) - New York State Civil Service](#)  
[Student Teller - \(Geneseo\) Summer 2026 - ESL Federal Credit Union](#)  
[Truck Driver - Roehl Transport](#)  
[Wireless Retail Sales Associate - W1966 - OSL Retail Services](#)

**GROVELAND -**

[Electrician \(Maintenance Department\) - American Rock Salt Company LLC](#)

**HONEOYE FALLS -**

[Cashier - Quicklee's](#)  
[Excavator Operator - Heidelberg Materials US, Inc.](#)

**LAKEVILLE -**

[Assistant Store Manager - Quicklee's](#)  
[Cashier - Quicklee's](#)

**LE ROY -**

[Customer Service Associate - Temporary - Walgreens](#)  
[Health Careers Academy Teacher - Genesee Valley BOCES](#)  
[Assembly - Amacs Group Inc.](#)  
[Delivery Driver - Wright Beverage Distributing Corp.](#)  
[Mixed Market Sales Representative - Wright Beverage Distributing Corp.](#)

**MOUNT MORRIS -**

[Care Coordinator - Person Centered Services](#)

**PAVILION -**

[Mobile Equipment Mechanic - Heidelberg Materials US, Inc.](#)

**PERRY -**

[2nd and 3rd Shift Maintenance Tech - Creative Food Ingredients Inc.](#)  
[2nd Shift Production Packer - Creative Food Ingredients Inc.](#)  
[3rd Shift Production Packer - Creative Food Ingredients Inc.](#)  
[Family Development Specialist - Cattaraugus & Wyoming Counties Project Head Start](#)  
[Family Peer Support Specialist - Per-diem - New Directions Youth and Family Services](#)  
[Manager of Operations - Coast Professional, Inc.](#)  
[Mechanic/Automotive Technician - Kelly Motor Corp](#)  
[Receptionist - Coast Professional, Inc.](#)  
[Social Studies Teachers - Erie 2-Chautauqua-Cattaraugus BOCES](#)  
[Special Education Teacher \(Elementary\) - Erie 2-Chautauqua-Cattaraugus BOCES](#)  
[Special Education Teacher \(High School\) - Erie 2-Chautauqua-Cattaraugus BOCES](#)

**RUSH -**

[Dentist 1 \(NY HELPS\) - New York State Civil Service](#)  
[Teaching Assistant \(NY HELPS\) - New York State Civil Service](#)  
[Youth Facility Assistant Director 3 \(Treatment Services\) - New York State Civil Service](#)  
[Youth Support Assistant \(Hourly\) - New York State Civil Service](#)  
[Youth Support Assistant \(Permanent\) - New York State Civil Service](#)  
[Youth Support Specialist \(Hourly\) - New York State Civil Service](#)  
[Youth Support Specialist \(Permanent\) - New York State Civil Service](#)

**SILVER SPRINGS -**

[Production Worker - Morton Salt](#)

**SONYEA -**

[Service/Repair Mechanic - Electronics - Groveland Correctional Facility](#)  
[Trades Specialist - Electrician - Groveland Correctional Facility](#)

**WARSAW -**

- [Driver - Program Aide - Spectrum Health and Human Services](#)
- [Office Assistant - T & S Crop Service, Inc.](#)
- [Service and Repair Mechanic \(Motor Equipment\) - New York State Civil Service](#)
- [Youth Development Ag In the Classroom Educator - Cornell Cooperative Extension](#)

**WAYLAND -**

- [Ag Equipment Operator - Hu-Gen Farms](#)

**HORNELL -**

- [Activity Leader - Elderwood](#)
- [CNA Training Track \(Support Aide\) - Elderwood](#)
- [Director of Dining Services - Elderwood](#)
- [Food Service Worker - Wegmans](#)
- [Life Coach II - Arc Allegany-Steuben - Arc Allegany-Steuben](#)
- [Pharmacy Operations Team Lead - Walmart](#)
- [Registered Dietitian - Elderwood](#)
- [Registered Nurse--ICU \(FT Days\) - St. James Hospital](#)
- [Registered Nurse-Med/Surg \(FT Nights\) - St. James Hospital](#)
- [Scheduler - Elderwood](#)
- [Store Leader \(Manager\) Trainee - 7-Eleven](#)
- [Student Assistant \(Region 6 Fleet Administration\) - New York State Civil Service](#)
- [Technology Teacher - Hornell City School District](#)
- [Truck Driver - Roehl Transport](#)

**HENRIETTA -**

- [Ambulatory Tech 1 - University of Rochester](#)
- [Electrician - Mark IV Enterprises](#)
- [Elementary Principal - Rush-Henrietta CSD](#)
- [Entry-level Lube Tech/Technician - Valvoline](#)
- [Full-Time Food Service Helper - Rush-Henrietta CSD](#)
- [Territory Sales Manager - Sealing Devices Inc.](#)

**WEST HENRIETTA -**

- [Coating Associate II - IDEX](#)
- [Inside Sales Representative - Retirement - Paychex](#)
- [Machine Shop Lead - Kelly Services](#)
- [Optical Fabricator / CNC Machinist - Kelly Services](#)
- [Service Specialist - 401\(k\) Key Partner Service - Paychex](#)
- [Shipping and Receiving Specialist - Rochester Precision Optics](#)
- [Swiss Lathe Machinist - Kelly Services](#)
- [Warehouse And Route Helper - PeopleReady](#)

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**In Person Job Search Workshops**

**Monday: January 26 9:00 - 11 AM: Finding Job Leads**

**Monday: February 2 9:00 - 10 AM: Using Age to Your Advantage in the Job Search**

**Monday: February 2 10:30 – 11:30 AM: NYS Civil Service Application Process**

**Monday: February 9 9:00 - 11 AM: Impressive Interviewing**

**Monday: February 23 9:00 - 10 AM: Career Assessment and Exploration**

**Monday: March 2 9:00 - 11 AM: Jump Start Your Job Search**

**Monday: March 9 9:00 - 10 AM: Job Fair Preparation**

**Monday: March 16 9:00 - 11 AM: Finding Job Leads**

**Monday: March 23 9:00 - 10 AM: Coping With Job Loss**

These workshops will be held in **room 100B** of the Government Center in Geneseo (across from Board of Elections).

Please contact John Jaeger at [jjjaeger@co.livingston.ny.us](mailto:jjjaeger@co.livingston.ny.us) to register.

## **Livingston County Civil Service Jobs & Exams**

(Click on link for full job description and how to apply)

(To Apply Visit: <https://www.livingstoncountyny.gov/207/Human-Resources> )

**Please Note: Even though these positions have “App Due” dates, some of them may actually be “Until Filled”. If you plan on applying for a position, do not procrastinate: apply for the position immediately or it might not be there next week.**

### **Open Positions (No Exam Necessary or Provisional Positions)**

**NEW... [Charge Nurse, PT/PD New](#) - P/T - \$40.67/Hr. - App Due: 7/5/2026 - Center for Nursing and Rehab.**

**NEW... [Corrections Officer- Lateral](#) - F/T - \$27.96 - \$34.35/Hr. - App Due: 6/15/2026 - Sheriff Dept.**

**NEW... [Corrections Officer, PT](#) - P/T - \$27.96/Hr. - App Due: 5/13/2026 - Sheriff Dept.**

**NEW... [Director of Human Resources](#) - F/T - \$130,000.00 - \$140,000.00 Annually - App Due: 1/30/2026 - County Administrator**

**NEW... [Laundry Worker \(Liv. Co. Residents Only\)](#) - P/T - \$18.02/Hr. - App Due: 6/15/2026 - Center for Nursing and Rehab.**

**NEW... [Motor Vehicle Clerk \(Liv. Co. Residents Only\) New](#) - F/T - \$22.59 - \$26.94/Hr. - App Due: 7/9/2026 - County Clerk**

**NEW... [Registered Professional Nurse, PD](#) - Per Diem - \$34.96/Hr. - App Due: 7/7/2026 - Health Dept.**

**NEW... [Registered Professional Nurse, PT/PD New](#) - P/T - \$38.20/Hr. - App Due: 7/5/2026 - Center for Nursing and Rehab.**

**NEW... [Senior Motor Vehicle Clerk \(Liv. Co. Residents Only\) New](#) - F/T - \$24.40 - \$29.18/Hr. - App Due: 1/22/2026 - County Clerk**

**NEW... [Senior Typist](#) - F/T - \$22.07 - \$26.15/Hr. - App Due: 7/7/2026 - Social Services**

**NEW... [Social Work Assistant \(Informational Posting\)](#) - F/T - \$30.96 - \$37.38/Hr. - App Due: 1/18/2026 - Center for Nursing and Rehab.**

**NEW... [Telephone Operator, PT \(Liv. Co. Residents Only\)](#) - P/T - \$18.23/Hr. - App Due: 7/8/2026 - Center for Nursing and Rehab.**

[Assistant District Attorney](#) - F/T - \$97,000.00 Annually - App Due: 2/11/2026 - District Attorney

[Caseworker](#) - F/T - \$30.96 - \$37.38/Hr. - App Due: 6/11/2026 - Social Services

[Caseworker Trainee- HELP Program](#) - F/T - \$29.10 - \$35.08/Hr. - App Due: 2/18/2026 - Social Services

[Certified Nursing Assistant Trainee](#) - F/T - \$20.04/Hr. - App Due: 2/16/2026 - Center for Nursing and Rehab.

[Civilian Dispatcher- HELP Program](#) - F/T - \$26.86 - \$32.98/Hr. - App Due: 6/18/2026 - Sheriff Dept.

[Civilian Dispatcher- HELP Program](#) - F/T - \$26.86 - \$32.98/Hr. - App Due: 6/18/2026 - Sheriff Dept.

[Civilian Dispatcher, PT](#) - P/T - \$26.86/Hr. - App Due: 1/31/2026 - Sheriff Dept.

[Clinical Aide \(Liv. Co. Residents Only\)](#) - P/T - \$18.23/Hr. - App Due: 4/10/2026 - Health Dept.

[Courier, Substitute \(Liv. Co. Residents Only\)](#) - Temporary - \$18.98/Hr. - App Due: 3/20/2026 - Office for the Aging

[Criminal Investigator, PT](#) - P/T - \$37,000.00 - \$40,000.00 Annually - App Due: 6/5/2026 - District Attorney

[Deputy Director For Finance](#) - F/T - \$115,000.00 - \$125,000.00 Annually - App Due: 5/24/2026 - Center for Nursing and Rehab.

[Deputy Sheriff Road Patrol- Lateral](#) - F/T - \$32.60 - \$40.10/Hr. - App Due: 4/10/2026 - Sheriff Dept.

[Deputy Sheriff/Road Patrol, PT](#) - P/T - \$32.60/Hr. - App Due: 7/2/2026 - Sheriff Dept.

[Economic Development Assistant \(Liv. Co. Residents Only\)](#) - F/T - \$28.25 - \$34.05/Hr. - App Due: 5/26/2026 - Economic Development

[Emergency Medical Technician \(Training & Experience Examination\)](#) - Varies - - App Due: - Civil Service

[Hairdresser \(Liv. Co. Residents Only\)](#) - F/T - \$20.04 - \$24.01/Hr. - App Due: 2/18/2026 - Center for Nursing and Rehab.

[Licensed Practical Nurse, PT/PD](#) - P/T - \$32.42/Hr. - App Due: 6/11/2026 - Center for Nursing and Rehab.

[Mitigation Specialist](#) - F/T - \$27.31 - \$32.90/Hr. - App Due: 5/18/2026 - Public Defender

[Neighborhood Assistant, PT \(Liv. Co. Residents Only\)](#) - P/T - \$18.23/Hr. - App Due: 4/20/2026 - Center for Nursing and Rehab.

[Nursing Assistant, PT/PD](#) - P/T - \$23.17 - \$26.01/Hr. - App Due: 4/20/2026 - Center for Nursing and Rehab.

[Paramedic \(Training & Experience Examination\)](#) - Varies - - App Due: - Civil Service

[Personal Care Assistant \(Liv. Co. Residents Only\)](#) - P/T - \$18.02/Hr. - App Due: 6/11/2026 - Center for Nursing and Rehab.

[Physical Therapist \(Liv. Co. Residents Only\)](#) - F/T - \$37.54 - \$45.03/Hr. - App Due: 3/22/2026 - Center for Nursing and Rehab.

[Senior Civilian Dispatcher](#) - F/T - \$27.96 - \$34.35/Hr. - App Due: 6/18/2026 - Sheriff Dept.

[Senior Civilian Dispatcher](#) - F/T - \$27.96 - \$34.35/Hr. - App Due: 6/18/2026 - Sheriff Dept.

[Senior Social Services Attorney](#) - F/T - \$117,000.00 - \$124,500.00 Annually - App Due: 5/1/2026 - Social Services

[Senior Typist](#) - F/T - \$22.07 - \$26.15/Hr. - App Due: 7/5/2026 - Health Dept.

[WIC Program Coordinator- NY HELPS Program- Local](#) - F/T - \$70,750.00 - \$72,750.00 Annually - App Due: 6/10/2026 - Health Dept.

## **Open Competitive Exams**

No New exams

## **Continuous Recruitment Examinations**

Bi-Monthly On-Going Exams Application Deadline: February 4- Test Given February 18

[Account Clerk Series](#)

[Clerk](#)

[Clerk/Typist](#)

[Custodian](#)

[Library Clerk](#)

[Medical Typist](#)

[Senior Typist - OC](#)

[Senior Typist - PROM](#)

[Telephone Operator](#)

[Water and/or Wastewater Treatment Plant Operator Trainee](#)

## **Training & Experience Examination** (Your experience/training is the exam)

[Certified Occupational Therapy Assistant](#)

[Occupational Therapist](#)

[Physical Therapist](#)

[Physical Therapist Assistant](#)

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## **NY State (Local) Civil Service Jobs:**

(Click on link for full job description and how to apply)

For a full list of Open Positions visit: <https://statejobsny.com/public/vacancyTable.cfm>

What is **NY HELPS?** (New York Hiring for Emergency Limited Placement Statewide) It temporarily removes the requirement for competitive exam for about 1,900 competitive-class titles in the New York State Civil Service system. This means that individuals can be appointed to competitive-class titles without taking a competitive exam.

## **STATE Jobs in Livingston & Wyoming Counties**

### **Livingston**

**NEW...** [Service and Repair Mechanic \(Motor Equipment\)](#) - App Due: 12/31/2026 - Transportation, Department of - Livingston

**NEW...** [Administrative Assistant 1](#) - App Due: 1/25/2026 - SUNY Geneseo - Livingston

**NEW...** [Laboratory Equipment Designer \(Electronics\)](#) - App Due: 1/28/2026 - Environmental Conservation, Department of - Livingston

**NEW...** [Highway Maintenance Worker 1, Trainee 1/2 \(Temporary\)](#) - App Due: 12/31/2026 - Transportation, Department of - Livingston

**NEW...** [Highway Maintenance Worker 1, Trainee 1/2 \(Permanent\)](#) - App Due: 12/31/2026 - Transportation, Department of - Livingston

**NEW...** [Registered Nurse 1](#) - App Due: 4/15/2026 - People With Developmental Disabilities, Office for - Livingston

**NEW...** [Licensed Practical Nurse](#) - App Due: 4/15/2026 - People With Developmental Disabilities, Office for - Livingston

**NEW...** [Direct Support Assistant](#) - App Due: 4/15/2026 - People With Developmental Disabilities, Office for - Livingston

[General Mechanic](#) - App Due: 1/31/2026 - Livingston

[Medical Specialist 2](#) - App Due: 6/30/2026 - People With Developmental Disabilities, Office for - Livingston

[Registered Nurse 1 \(Per Diem\)](#) - App Due: - 2/10/2026 - Corrections and Community Supervision - Livingston

[Nurse Practitioner Adult Health \(Per Diem\)](#) - App Due: - 2/10/2026 - Corrections and Community Supervision - Livingston

[Dentist 1](#) - App Due: - 2/10/2026 - Corrections and Community Supervision - Livingston

[Licensed Clinical Social Worker \(NY HELPS\)](#) - App Due: - 2/8/2026 - Corrections and Community Supervision - Livingston

[Library Assistant 1](#) - App Due: - 2/3/2026 - Corrections and Community Supervision - Livingston

[Senior Librarian](#) - App Due: - 1/23/2026 - Corrections and Community Supervision - Livingston

[Teacher 2-4 Special Education](#) - App Due: - 1/23/2026 - Corrections and Community Supervision - Livingston

[Teacher 2-4 Elementary School Subjects](#) - App Due: - 1/23/2026 - Corrections and Community Supervision - Livingston

[Plant Utilities Assistant](#) - App Due: 1/23/2026 - Corrections and Community Supervision, Department of - Livingston

[Service and Repair Mechanic \(Electronics\)](#) - App Due: 1/23/2026 - Corrections and Community Supervision, Department of - Livingston

### **Wyoming**

**NEW...** [Licensed Clinical Social Worker \(NY HELPS\), Central New York Psychiatric Center, HALT, Attica Satellite Unit, P26231](#) - App Due: 1/28/2026 - Mental Health, Office of - Wyoming

**NEW...** [Service and Repair Mechanic \(Motor Equipment\)](#) - App Due: 12/31/2026 - Transportation, Department of - Wyoming

**NEW...** [Office Assistant 1 Keyboarding \(NY HELPS\), Central New York Psychiatric Center, Attica Satellite Unit, P26159](#) - App Due: 2/20/2026 - Mental Health, Office of - Wyoming

**NEW...** [Highway Maintenance Worker 1, Trainee 1/2 \(Temporary\)](#) - App Due: 12/31/2026 - Transportation, Department of - Wyoming

**NEW...** [Highway Maintenance Worker 1, Trainee 1/2 \(Permanent\)](#) - App Due: 12/31/2026 - Transportation, Department of - Wyoming

**NEW...** [Direct Support Assistant](#) - App Due: 4/15/2026 - People With Developmental Disabilities, Office for - Wyoming

[Food Inspector Trainee 1 \(NY HELPS\)](#) - App Due: 1/17/2026 - Wyoming

[Medical Specialist 2](#) - App Due: 6/30/2026 - People With Developmental Disabilities, Office for - Wyoming

[Parks and Recreation Aide 4 \(Trail Crew\)](#) - App Due: 1/2/2026 - Parks, Recreation & Historic Preservation, Office of - Wyoming

[Park Police Officer Trainee](#) - App Due: 2/18/2026 - Parks, Recreation & Historic Preservation, Office of - Wyoming

## **Continuous Recruitments for OPWDD**

Direct Support Professional: Salary: \$49,457 to \$53,405. Annually <https://opwdd.ny.gov/form/apply-now>

Licensed Practical Nurse Salary From \$53448 to \$57708 Annually <https://opwdd.ny.gov/form/apply-now>

Registered Nurse 1 Salary From \$93929 to \$102656 Annually <https://opwdd.ny.gov/form/apply-now>

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